



*A Tradition of Excellence*

**Enrollment Application Form**

**Student Information: Student's name as printed on Passport/Birth Certificate**

Student's First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

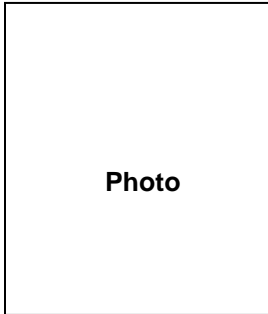
Gender: \_\_\_\_\_ Nationality: \_\_\_\_\_

Language Spoken at Home: \_\_\_\_\_ Other languages: \_\_\_\_\_

Student's Religion: \_\_\_\_\_

Student's Resident/ Qatar ID No: \_\_\_\_\_

Applying for grade: \_\_\_\_\_



**Schools Previously Attended:**

Name of the School	Country	Date Attended	Grade Level
_____	_____	_____	_____
_____	_____	_____	_____

**Other siblings at EIS? Please list their Names, Age and Grade:**

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**Family Information and Contact Details:**

	<b><u>FATHER'S DETAILS</u></b>	<b><u>MOTHER'S DETAILS</u></b>
<u>Name</u>		
<u>Nationality</u>		
<u>Occupation</u>		
<u>Sponsor name</u>		
<u>Company name</u>		
<u>Company PO Box</u>		
<u>Work phone/fax</u>		
<u>Mobile number</u>		
<u>Home number</u>		
<u>Living Area</u>		
<u>Home PO Box</u>		
<u>Email</u>		

**Contact Numbers** :( for emergency use in the event parents cannot be reached)

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby acknowledge and agreed that my child will be subject to rules, regulations and discipline of the school and shall actively participate in all school activities; I shall pay all fees before due date.

Signature of Parents: \_\_\_\_\_

Date: \_\_\_\_\_

# Confidential Medical, Emergency and Permission Information

Student's Name: \_\_\_\_\_ Academic Year: 20 /20

Please answer all questions and give brief details (if possible) where the answer is (yes)

YES \ NO

1. Does your child have any known medical condition or allergies? \_\_\_\_\_ / \_\_\_\_\_  
.....  
.....
2. Has your child ever been admitted to hospital or required special home treatment? \_\_\_\_\_ / \_\_\_\_\_  
.....  
.....
3. Does your child have any ear or hearing problems? \_\_\_\_\_ / \_\_\_\_\_  
.....  
.....
4. Does your child have any speech or language problem? \_\_\_\_\_ / \_\_\_\_\_  
.....  
.....
5. Does your child have any eye or sight problems or wear glasses? \_\_\_\_\_ / \_\_\_\_\_  
.....  
.....
6. Are there any other problems, medical, physical, psychological or emotional which might affect your child's behavior or require special attention?  
.....  
.....  
.....

7. Please underline/circle the correct statement

My child is    RIGHT HANDED    LEFT HANDED    UNDECIDED

# UNDERTAKING

In the event of my child taking up a place at Elite International School, I hereby undertake and I agree that:

1. My child shall be subject to the rules, regulations, and discipline, as laid down by the Senior Management office or the designated representatives and as indicated in the School's Code of Conduct Policy Document.
2. I shall pay the required Registration Fee for each child of the family entering the school which is **non-refundable**. I understand that if I withdraw my child from the school in order to attend another school, I will be liable to pay a Registration Fee again if the child re-enters Elite International School at a later date.
3. I shall pay the full Term tuition fees (which must be billed in advance) prior to the commencement of the Term to which they apply, and I realize that there will be no reduction of fees if my child is absent for the part of the Term.
4. I absolve Elite International School, Its employees and its agents from any responsibility for:
  - The loss of valuables.
  - Accidents or mishaps occasioned by participating in normal school activities including organized sports, gymnastics, informal play and practical work.
  - The welfare and safety of my child outside the official timetable day.
  - Elite International School will not accept responsibility for the safe delivery and collection of children to and/or from school unless you have contracted the school transportation service.
5. I shall give the school **at least a full Term notice** of my intention to withdraw my child otherwise a **full Term's fees shall be paid**.
6. The Persons allowed to pick up my child from the school are:

Name	Relation with a child	Contact Number

(Please, attach a copy of ID of persons allowed to pick up your child.)

I sign below having read the above Undertaken and the school's Code of Conduct Policy Document and confirms that I have understood and I agree to be bound by the terms and conditions set out in both documents.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

## School Bus Application Form

Please fill out the form and kindly return it back to the reception desk with a map of the location of your residence. School bus fees have to be paid in advance.

Bus Service	Per Term
Two ways	2000/-
One way	1400/-

This service covers all areas in Doha city except Al- Wakrah and Al- Khor areas.

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Student's Name: \_\_\_\_\_ Grade : \_\_\_\_\_

Parents Guardian's Name: \_\_\_\_\_

Parents/ Guardian's Contact telephone numbers:

(Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Mobile): \_\_\_\_\_

LOCATION:

Area \_\_\_\_\_ Zone (Area's Number): \_\_\_\_\_

Street/compound name: \_\_\_\_\_ Building / Villa No: \_\_\_\_\_

I am responsible to take the decision to use the bus service of Elite International School for my child.

Parents/ Guardian's Signature: \_\_\_\_\_

PLEASE ATTACH A MAP OF YOUR RESIDENCE TO THIS SHEET.

A list of contact numbers will be given to the drivers in case of delay or emergency.

## School Fees for Academic Year 2012-2013

Application form fees (NON-refundable)	QR 50	
Entrance exam fees (NON-refundable)	QR 200	
Registration Fee (NON-refundable)	QR 2000 for (each student) when parents accept an offer of a place.	
Practice Books (NON- refundable) ( Note: Text books must be returned to the school at the end of year )	KG 1	QR 1,000
	KG 2	QR 1,500
	Grade 1 to 6	QR 2,500

Tuition Fees				
LEVEL	1 <sup>st</sup> Term	2 <sup>nd</sup> Term	3 <sup>rd</sup> Term	PER YEAR
KG1	QR 5,000	QR 5,000	QR 5,000	QR 15,000
KG 2	QR 6,500	QR 6,500	QR 6,500	QR 19,500
Grades 1 – 6	QR 8,000	QR 7,500	QR 7,500	QR 23,000
<b>All fees must be paid in full before the due date (see below)</b>				

### Mode of Payment & Refund Policy

- Tuition fees for any school term are **NOT** refundable from the present attending term.
- If a student is admitted in the first half of a term, a full term's fee will be charged.
- If a student is admitted in the second half of a term, half term's fee will be charged.
- A surcharge of **(QR 200)** per week is levied on late payments if payment is not received by the due dates.
- First payment of tuition fee must be no later than **7<sup>th</sup> October.**
- Second payment of tuition fee must be no later than **7<sup>th</sup> January.**
- Third payment of tuition fee must be no later than **7<sup>th</sup> March.**
- A 5% discount is offered on the tuition fee for the 3<sup>rd</sup> child from the same family.
- Booking place fee of 3,000 QR paid before end of the year is non-refundable in case of not returning back to EIS, the coming academic year.
- The tuition fees include the standard loan of the text books for the year.
- Text books must be returned at the end of the year, the workbooks may be kept.
- The text books should be returned to school in good & clean conditions.
- A fee of **(300 QR)** will be charged to the student for each **damaged book.**
- School excursions are not included in the fees.

### SCHOOL WITHDRAWAL POLICY

If the student is withdrawn from Elite International School a full term's notice must be given. If no such notice is given, **a full term fees will be payable.**

### AGREEMENT

To be signed and returned to the school reception with the Application Form.  
I have read the regulations mentioned on this page and I agree to honor them. I understand that as the parent/guardian of the student, I am responsible for the payment of fees.

Name of applicant student: .....

Name of parent/guardian: .....

Date: .....

Signature: .....

## APPLICATION PROCEDURE TO BE FOLLOWED BY PARENTS

EIS admits students on first come first serve basis.

- Complete and sign the Application Form
- Return it to the School Office together with the documents listed below.
- You will be notified about interview and test date and time.
- Shortly after the test you will be informed by telephone whether the student is accepted to school.
- To confirm your acceptance of this offer, you must visit the School Office to pay the Registration Fee.

Failure to pay the Registration Fees could result in the place being offered to another child.

The following documents are required to be submitted to the School Office along with the Application Form:

* FOUR (4) PASSPORT PHOTOGRAPHS	Yes/No
* COPY OF BIRTH CERTIFICATE	Yes/No
* COPY OF MOTHER'S AND FATHER'S ID CARDS	Yes/No
* COPY OF PASSPORT & RESID. VISA	Yes/No
* COMPLETED MEDICAL FORM (attached with Application form)	Yes/No
* COPY OF VACCINATION RECORD	Yes/No
* REPORT FROM PREVIOUS SCHOOL	Yes/No
* A SIGNED FEES REGULATIONS AGREEMENT FORM	Yes/No

The school will not retain any documents if the admission is not granted.

<b>FOR OFFICE USE ONLY</b>
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Date tested:	
Accepted for year:	
Date started:	
Conditional:	

	SEMESTER1	SEMESTER 2	SEMSETER 3
Registration Fee paid:			
Tuition Fee paid:			
Books and Materials Fee paid:			
Transportation service request:			
Transportation Fee paid:			

Comments: _____ _____ _____ _____
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## ELITE INTERNATIONAL SCHOOL ARABIC AND ISLAMIC STUDIES REQUEST FORM

**Arabic language** is optional for Non-Arabic speakers ONLY

**Islamic studies** are an optional subject, parents are to decide whether their child should take this subject or not.

Dear Parents,

Please tick your preferences and sign the form. (Tick "YES" for the subject/s you want your child to take, tick "NO" for the subject's you don't want your child to take)

Return the filled form to the administration office

Students's name \_\_\_\_\_ Grade: \_\_\_\_\_

SUBJECT	YES	NO
ARABIC		
ISLAMIC STUDIES		

Parent's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# SCHOOL UNIFORM REGULATIONS

<b>BOYS</b>	<b>GIRLS</b>
<b>KG 1 – KG 2</b>	<b>Kg 1- YEAR 2</b>
<ul style="list-style-type: none"> <li>- Cream T-shirt with tartan collar, and school logo.</li> <li>- Tartan trousers</li> <li>- Tartan Bermuda shorts (optional)</li> </ul>	<ul style="list-style-type: none"> <li>- Cream T-shirt with tartan collar, and school logo.</li> <li>- Round neck Tartan pinafore with logo.</li> <li>- Tartan skort (optional)</li> </ul>
<b>YEAR 1 – YEAR 6</b>	<b>YEAR 3 – YEAR 6</b>
<ul style="list-style-type: none"> <li>- Cream T-shirt with tartan collar, and school logo.</li> <li>- Unisex shirt (optional)</li> <li>- Tartan trousers</li> <li>- Tartan Bermuda shorts (optional)</li> </ul>	<ul style="list-style-type: none"> <li>- Cream T-shirt with tartan collar and school logo.</li> <li>- Unisex shirt (optional)</li> <li>- Round neck Tartan pinafore with logo</li> <li>- Tartan Skirt with pleats and the length inch below the knee cap. (optional)</li> </ul>
<b>P.E UNIFORM</b>	
<ul style="list-style-type: none"> <li>- White T-shirt with logo.</li> <li>- Navy Micro Shorts.</li> <li>- P.E bag with logo.</li> <li>- Navy base ball cap with logo</li> </ul>	

- **School uniform must be worn at all times when attending school and students must be smartly presented.**
- **Footwear must be plain black shoes with white socks. Trainers should be worn for P.E. lessons only**
- **Hair must be neatly tied, no fancy hair pieces allowed.**
- **No jewelry except a watch and a pair of stud earrings (for girls) should be worn. Make up and nail varnish are not allowed.**

➤ **School uniform may be purchased from Zaks shop, located on Salwa Road.  
Tel: 44506940**

## Registration Information for Academic Year 2012 - 2013

<b>Class</b>	<b>Minimum Age Exactly</b>	<b>Cut Off Date for Registration Year Group</b>
<b>KG 1</b>	<b>3 yrs</b>	<b>31/08/2009</b>
<b>KG 2</b>	<b>4 yrs</b>	<b>31/08/2008</b>
<b>Year 1</b>	<b>5 yrs</b>	<b>31/08/2007</b>
<b>Year 2</b>	<b>6 yrs</b>	<b>31/08/2006</b>
<b>Year 3</b>	<b>7 yrs</b>	<b>31/08/2005</b>
<b>Year 4</b>	<b>8 yrs</b>	<b>31/08/2004</b>
<b>Year 5</b>	<b>9 yrs</b>	<b>31/08/2003</b>
<b>Year 6</b>	<b>10 yrs</b>	<b>31/08/2002</b>

# **ELITE INTERNATIONAL SCHOOL VISION, MISSION, BELIEFS, OBJECTIVES AND VALUES**

## **SCHOOL MISSION**

The mission of Elite International School (EIS) is to prepare students to become productive and successful citizens. This includes educating them to write clearly; read with understanding; compute accurately; think; reason; analyze; and use information to solve problems.

## **VISION**

Shaping the hearts and minds of students by providing an environment in which every individual is cared for spiritually, morally, intellectually, physically, socially and emotionally.

## **OUR BELIEFS**

- All students can learn
- All students deserve an equal opportunity to succeed.
- All students require a safe environment for learning.
- All students need physical emotional and intellectual development.
- All students need support from their school, families, and communities to succeed.
- We focus on raising standards of achievement.
- We combine our strengths, by supporting each other to improve results.
- We practice wise management of all resources.
- We act responsibly and treat everyone with courtesy and respect.

## **OBJECTIVES**

1. To create an educational system that will provide all students with knowledge and skills to succeed in college and careers, and as parents and citizens.
2. To provide high quality education to our students in mathematics, sciences, languages, the humanities, I.C.T and business.
3. To create an educational program broadly based on the American Curriculum that maintains a balance of different components, utilizing appropriate resources and teaching methods available.
4. To promote the development of educational skills, including recall of knowledge, applied understanding, oral skills, problem solving, initiative, teamwork and investigative skills.
5. To prepare students for and equip students with internationally recognized qualifications (high school), which are acceptable at universities and institutes of higher education worldwide.

## **SCHOOL VALUES**

### **Respect**

EIS aims to promote respect, cooperation, communication, and courteous interactions between students, parents, staff, and administration, in order to create a positive learning environment in which an atmosphere of mutual trust is maintained. Positive attitudes and the development of professional working relationships are essential to the school.

### **Individualism**

EIS values and encourages unique contributions of its students, staff and parents. Diversity of cultures, backgrounds, talents and interests are recognized, respected and cared for.

### **Excellence in teaching and learning**

We remain committed to instructional effectiveness that focuses upon student learning and progression throughout the curriculum. Professional learning, collaboration, and sharing between staff is encouraged and supported. All teachers should feel responsible for improving their own skills and knowledge in order to improve the education of our students. The school will strive to provide opportunities for professional development throughout the year.

### **High Standards**

The school establishes and provides academic programs that are challenging and individualized in order to promote a desire to learn. Programs provide opportunities for success at all levels through appropriate planning and instruction. Teachers must establish and maintain high expectations for students as they are necessary for achievement. EIS also aims to attain high standards in student's social and emotional development.

### **Integrity**

An open, honest, sincere and empathetic relationship between students, parents, staff, and the local community is essential in order to maintain a healthy working environment.

### **Honor**

We encourage and support truthfulness, trust and loyalty in an atmosphere of conduct. Fair and consistent rewards and consequences (sanctions) allow students to become responsible citizens.

### **Communication**

To ensure students success, EIS encourages and recognizes the importance of communication among its students, parents, staff and administration. We uphold a commitment toward effective dialogue between all parties.

### **Responsibility**

Students and staff alike are expected to feel responsibility to and pride in their school or place of work. It is our responsibility to provide a flexible learning environment, attentive to the specific needs of its students. We are also somewhat responsible to prepare students to fulfill their civic responsibility as effective members of society.

### **Environment**

EIS is a diverse and evolving environment and should promote excitement and interest in teaching and learning. We must all operate as members of a school community and work as a team in order to promote an effective learning organization.

## ELITE INTERNATIONAL SCHOOL ATTENDANCE POLICY

All students are expected to be at school at 7: 00 to attend assemblies and registration time. Attendance for the 1<sup>st</sup> lesson will be taken at 07:15 in the class.

In general, EIS is a closed campus. Students are expected to stay in school once they arrive in the morning until the end of the school day.

Parents are expected to inform the school of their son / daughters absence by 8:00 am, after which time the student will be considered truant.

Occasionally, parents may be contacted to check whether they are aware that their son / daughter is not at school and to remind them of their responsibility to phone the school by 8:00 am.

The school day for KS1 and KS2 ends at 1:45 p.m., for foundation stage – at 1:10 p.m. Students must be collected from school before 2:00.

If for any reason parents are not able to collect their children by this time they should inform school administration on this issue and specify the time when they are able to collect their children.

Punctuality is essential to a healthy academic environment as well as to maintain order from the beginning to the end of a school day.

This policy is introduced for the safety of your own children. You are requested to follow it always without exceptions.

You are provided with the gate pass which you have to show to the teacher in charge before you collect you child/children. If you fail to produce the pass we will not release your child/children till you identify yourself with the administration.

In case you misplaced the card please contact the administration office immediately to get a new pass reissued.

We hope for understanding and cooperation.